

**Town of Wenham
Finance & Advisory Committee
Meeting of June 11, 2014
Town Hall, 138 Main Street**

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board and Committee members, a joint meeting of the Board of Selectmen and Finance & Advisory Committee was held on Wednesday, JUNE 11, 2014 at 6:30 PM in the Selectmen Chambers. This meeting was recorded with permission by HWCAM.

1. Call Meeting to Order

The meeting was called to order at 6:31 PM by Chairman Lucy

Finance and Advisory Committee Present: Michael Lucy, Chair; Kevin Lech; Kathryn Mansfield; Richard Quinn
Also Present: Mark Andrews, Town Administrator; Paul Weaver, Town Counsel; David Geikie, Planning Board Chair; Emilie Cademartori, Coordinator; Catherine Tinsley, Minutes Secretary

The Finance Committee and Board of Selectmen met jointly in executive session only.

2. Executive Session – William Fairfield Drive, Lots 4 & 5

Board of Selectmen Present: Jack Wilhelm, Chair; Catherine Harrison, Vice Chair; Ken Whittaker, Clerk

Vote: Ms. Mansfield moved, and it was seconded, the Finance Committee enter in Executive Session to (3) discuss strategy with the respect to litigation if an open meeting may have a detrimental effort on the litigating position of the public body, and the Chair so declares regarding William Fairfield Drive Lots #4 and #5 and to return to open session to continue the business of the Finance Committee. The motion carried unanimously by roll call vote.

Vote: Mr. Wilhelm moved, and it was seconded, the Board of Selectmen enter in Executive Session to (3) discuss strategy with the respect to litigation if an open meeting may have a detrimental effort on the litigating position of the public body, and the Chair so declares regarding William Fairfield Drive Lots #4 and #5 and to return to open session for the purpose of adjournment. The motion carried unanimously by roll call vote.

The Finance Committee and Board of Selectmen returned to open session at 7:21 PM.
No action was taken during the executive session.

Vote: Mr. Whittaker moved the BOS adjourn at 7:22 PM and it was unanimous to do so.

The Finance Committee meeting continued.

Town officials present, not participating: Selectmen Jack Wilhelm, Catherine Harrison, and Ken Whittaker

3. Minutes – March 31, 2014; May 21, 2014

*Vote: Mr. Lech moved, and it was seconded, to adopt the minutes of **March 31, 2014**. The motion carried unanimously.*

*Vote: Ms. Mansfield moved, and it was seconded, to adopt the minutes of **May 21, 2014**. The motion carried unanimously.*

4. Reserve Fund Transfers

1) Land Use Expense - \$10,000

This expenditure is extraordinary and/or unforeseen for a State, matching grant, from Mass Development for a predevelopment economic development study of property at **Boulder Lane**. The Town owns a portion of the site with two (2) private landowners. This grant and economic development opportunity became known late in FY 2014. This opportunity was not available or anticipated when the FY 2014 budget was crafted. The breakdown of costs and reimbursements are as follows:

- Town Participation for \$10,000
- Private Participation for \$10,000 (shared between the property owners)
- Mass Development for \$10,000

Vote: Mr. Lech moved, and it was seconded, to transfer \$10,000 from the Reserve Fund to the Land Use-Professional Services account 01-170-5300-000. The motion carried unanimously.

2) Legal Funds - \$10,000

This expenditure is extraordinary and/or unforeseen expenses for unanticipated legal matters that surfaced late in FY 2014, including land use and cell town issues. Mr. Weaver confirmed that the Town has exhausted the Legal Budget.

Vote: Mr. Quinn moved, and it was seconded, to transfer \$10,000 from the Reserve Fund to Legal Outside Counsel account 01-151-5220-0000. The motion carried unanimously.

3) Police Salaries - \$10,000

Police Department Training Program for Essex Regional Emergency Communications Center (ERECC)

This expenditure is extraordinary and/or unforeseen expenses for unanticipated training costs associated with the ERECC. A total of \$10,000 is requested, with \$4,000 anticipated to be reimbursed by the State and the ERECC.

Vote: Mr. Quinn moved, and it was seconded, to transfer \$10,000 from the Reserve Fund to Police Salaries account 01-210-5100-0000. The motion carried unanimously.

(Mr. Wilhelm left the meeting at 7:39 PM)

Money not spent is returned to the Reserve Fund. As of June 11, 2014, the Reserve Fund Balance after the approved transfers is \$26,792.00.

Mr. Andrews noted that there is an overage in the FY 2014 Snow and Ice Budget of (about) \$45,000. He will have a report at the next meeting.

5. Library Compensation Study Plan – Update

There is a meeting with Hamilton regarding the Library on June 18, 2014. It was noted that Wenham as the lead town for the joint library paid for the cost of the consultant; Hamilton will pay for their share according to the agreement.

The independent salary analysis has been completed, and confirmed Wenham's research to meet market salary rates for the library staff; this goes into effect July 1, 2014.

Mr. Andrews went on to recommend the town continue to review other department to assure employees are compensated fairly as part of a semi annual review.

APPROVED 7.14.14

(Ms. Harrison left the meeting at 7:48 PM)

6. **Fiscal Year 2015 Budget Cycle** - Review

Mr. Lucy summarized the past year saying:

- The Finance Committee met seventeen times during FY 2014.
- Meeting packets were available electronically prior to meetings
- Meetings were more efficient
- Finance Committee meetings televised
- Free Cash was certified in the early fall
- Budget prepared timely
- Balanced the budget
- BMAG professional services were recognized
- A new Town Finance Director/ Accountant has been hired and will start mid July

Mr. Lech said that regretfully, he does not have the time to serve another year.
It was noted that Jeff Fotta is also not serving again.

It was anticipated that the Finance Committee would need to meet again before July 15, 2014 and a tentative date of July 9, 2014 was set.

7. **Adjournment**

Vote: Mr. Quinn moved to adjourn at 7:58 PM and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley
6.22.14